



# Poll Worker Overview

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**Clark County Election Department**

**Updated on 7/5/2018**

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Review Training Videos prior to Election Day at:

[www.clarkcountynv.gov/depts/election /pages/pw\\_videos.aspx](http://www.clarkcountynv.gov/depts/election/pages/pw_videos.aspx)

**Write dates for this election year:**

Early Voting Dates

Election Day

Primary: \_\_\_\_\_

\_\_\_\_\_

General: \_\_\_\_\_

\_\_\_\_\_

## Welcome:

Thank you for being a poll worker during the upcoming elections. You are a very important part of the election process. This manual contains all the information you will need to fulfill your responsibilities on Election Day or during Early Voting. It is important to read and study this manual prior to your assignment. Ask questions about anything you do not understand.

## Vote Centers & Precincts:

Voters from any precinct may vote at any vote center on Election Day. A precinct is a specific geographical area (or neighborhood) of Clark County. When registering to vote, the voter is assigned to a specific precinct determined by his/her residence address. During Early Voting, voters may also vote at any early voting site.

## Hours:

**ELECTION DAY:** You must arrive at your assigned polling place **no later than 5:30 a.m.** All polling places must be open for voting from 7:00 a.m. to 7:00 p.m. After the polls close, you will be asked to assist with closing duties. The Team Leader will release you when duties are completed.

### Breaks & Lunches:

Workers may not leave the polling place during their breaks on Election Day. Breaks may be taken in a designated area or areas. Bring with you anything you may need to get through a long day such as:

- Medication
- Food
- Drinks
- Layered clothing – polling place temperatures vary and are not always under the facilities control
- Seat cushion – chairs may be uncomfortable for long periods of time

**EARLY VOTING:** The Team Leader will contact you regarding your exact schedule (dates and times). The Team Leader will also schedule breaks and lunches. You may leave the site during your lunch. However, it is still important to bring with you any items you may need throughout the day. After the polls close each day, you will be asked to assist with closing duties. The Team Leader will release you when duties are completed.

## Pay For Working Election Day:

You will be paid approximately 4 weeks after Election Day. Paychecks will be mailed to your address. When signing the payroll sheet at the end of the day, make sure that your name, address and social security number are correct. Incorrect information will delay your paycheck. Pay for most poll workers is \$150 for working on Election Day plus an additional \$25 for attending training. The \$25 will only be paid if you actually work on Election Day.

## Pay For Working Early Voting:

Early voting poll workers are paid on regularly scheduled county paydays. You will be paid an hourly rate of \$10.00. Any time over 40 hrs during the pay week (Sat thru Friday) is considered overtime and is paid at time and a half.

## Election Department Policies – Poll Workers Must:

- Attend a training class and pass an evaluation
- Provide own transportation to and from assigned voting location
- Be able to perform all duties and endure long hours (approx. 14 hrs) on Election Day. Hours vary for early voting
- Participate as a team member at the voting location
- Arrive on time and stay until the Team Leader releases you
- Dress appropriately and be conscious of personal hygiene
- Treat all voters and co-workers with respect and courtesy
- REMAIN NON-PARTISAN. Do not discuss politics, candidates, contests, questions or express political opinions on Election Day or during Early Voting
- Keep drinks on the floor in closed containers
- Keep personal conversation to a minimum whenever voters are present
- Keep communication such as personal calls or texts outside the voting area during a break
- Help set up and break down equipment
- Help clean up polling area at end of voting
- It is preferred that you vote early or by mail prior to Election Day

## Electronic Devices:

It is acceptable for workers to bring electronic devices (e.g., iPad, Kindle) to read during slow periods of the day. However, communication by means of phone calls, texting and pictures are not allowed inside the polling place.



## What To Do If You Will Not Be Able To Work:

If you will not be able to work, call your Recruiter as soon as possible to report so that we are able to find a replacement. If you do not know who your recruiter is, call the Election Department at 455-2815 during working hours (8 am – 5 pm, Monday thru Friday) or leave a message if after hours.

## Be Aware And Respectful At All Times:

When speaking to voters or co-workers, be aware of the language you are using. It may be offensive, for example, to use terms of endearment such as sweetheart, love, honey, etc. Remain professional at all times, even if the other person is frustrated or angry. If you are not able to handle the situation, ask your Team Leader for help. Offensive language or inappropriate comments referring to a person's race, gender, physical appearance, religion, etc. will not be tolerated.

## Assisting Voters With Disabilities/Elderly:

**Be Patient.** Be considerate of extra time a voter who is disabled or elderly may need and give your unhurried attention

**Speak Directly To The Person** with a disability rather than to a companion

### **Ask How You May Be Of Assistance:**

- Often, an individual will not let you know that he/she has a disability, so ask if assistance is needed
- PER NEVADA LAW, POLL WORKERS MUST GIVE VOTERS WITH DISABILITIES THE OPPORTUNITY TO GO TO FRONT OF LINE
- Provide seating for voters while they wait
- Before pushing someone in a wheelchair, ask if you may and how to proceed

### **Know How to Process Voters With Visual Impairments:**

- Greet a person who is visually impaired by letting him/her know who and where you are
- Give directions prior to taking action (i.e., we will be going to the left or there is a table in front of us)
- Offer to fill out any paperwork
- Provide guidance using a ruler or finger for signing
- When offering walking assistance, allow person to take your arm and tell him/her if approaching steps or inclines
- Allow enough room to negotiate through cramped spaces and protruding obstacles
- A voter with a guide dog may prefer to follow you rather than take your elbow. Never grab dog, leash or harness and try to direct dog yourself

### **Know How To Process Voters With Hearing Impairments:**

- Communicate effectively--speak calmly, slowly and directly to person
- Your facial expressions, gestures and body movements help in understanding
- Don't shout or speak in person's ear
- If needed, write a note and offer a pad and pen so voter can communicate
- Do not become impatient or frustrated with the person if it takes longer to communicate

**Facilitate Assistance In Voting Booth:** Federal law allows voters with disabilities to be accompanied and to receive assistance by another person in voting booth

## Bilingual Assistance:

Federal law recognizes that many Americans rely heavily on languages other than English, and that they require information in minority languages in order to be informed voters and participate effectively in our representative democracy. Many provisions of federal law protect the voting rights of minority language Americans. Per Section 203 of the Voting Rights Act, localities where there are more than 10,000 or over 5 percent of the total voting age citizens in a single political subdivision (in our case, Clark County) who are members of a single minority language group must provide all voting information in the minority language as well as English.

Assistance must also be provided orally at the polling place on Election Day or during Early Voting. Bilingual poll workers must be assigned to at least target polling locations with the highest population of voters who are members of the minority language. In Clark County, we attempt to have a bilingual (Spanish/English) poll worker at each voting location and a bilingual (Filipino/English) poll worker at targeted locations.

Remember that all voters deserve courteous attention in exercising their right as citizens to vote. Treat all voters with equal respect and make every attempt to make voting an easy and pleasant experience for all.

*Excerpts from the U.S. Department of Justice's pamphlet, "Minority Language Citizens, Section 203 of the Voting Rights Act"*